

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Fire Station No. 1

June 14, 2017

7:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, Dick Wunderlich, R. Jack Clapp, John Doty.

Board trustees absent: Ron Roberts.

Staff: Fire Chief Paul Laisy, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Matt Dougherty, Michael Hingiss, Clint Cottle, Ray Winn, Alison Meslin, Tom Eddy, Leanna Fillman, Bill Barron, Christopher Moldenhauer, Shondra Thorsted, Derrik Gerke, Omi Proud, Caleb DesJarlais, Will Woodger, Gary Teggegan.

Chair Clapp opened the meeting with the Pledge of Allegiance at 7:04 p.m. {00:10}.

ELECT OFFICERS FOR BOARD TERM 6/17 TO 6/18 {00:35} - Chair Clapp indicated the three positions are chair, vice-chair, and secretary-treasurer for a one year term. Chair Clapp entertained nominations for board chair. Trustee Doty nominated Trustee Nelson for chair. Trustee Wunderlich nominated Trustee Clapp. No additional nominations were heard. Nominations closed. Trustee Clapp served in the position for several years, therefore suggested Trustee Nelson serve as board chair and continue with the June meeting. Trustee Doty nominated Trustee Roberts for vice-chair. No additional nominations were heard. Nominations closed. Trustee Roberts elected Vice-chair by acclamation. Trustee Clapp nominated Trustee Doty for secretary-treasurer. Chair Nelson nominated Trustee Wunderlich for secretary-treasurer. No additional nominations were heard. Nominations closed. Trustee Wunderlich was elected secretary-treasurer by voice vote. **The officers in place for the term June, 2017 to June, 2018 are Chair Fred Nelson, Vice-chair Ron Roberts, and Secretary-Treasurer Dick Wunderlich.**

Minutes May 10, 2017 {03:36} – Trustee Clapp motion to approve May 10, 2017 minutes as set forth. Trustee Wunderlich second. Motion passed unanimously by voice vote.

Communications {04:35} – None.

Claims: {04:45} – Trustee Doty noted the purchase receipts were not attached to the AutoZone bill. The receipt indicates what was purchased for proper accounting. Chief Laisy agrees the purchase procedure should be followed. Chair Nelson commented the total claims paid are a reasonable amount compared to the excessive amount in previous months. **Trustee Doty motion to pay May, 2017 claims. Trustee Wunderlich second. Motion passed by voice vote.** Trustee Clapp abstained; personal claim processed for housing district equipment at Station Number 3.

TREASURY REPORT FOR MONTH ENDING MAY 31, 2017 {07:00} –

FUND # 7245 Operating Fund\$ 47,600.20

NOTE: 2016 DNRC total funds \$20,153.68 are recorded in fund balance. The funds were expended on various expenses within the operating fund.

FUND # 7244 Voted Levy (5 mills with sunset)\$ 115,526.35

556583

FUND # 7246 Capital Improvement Fund \$ 16,427.76
FUND # 7243 Voted Levy Operating Fund \$ 47.49

Check numbers 6509 – 6530, both inclusive issued 6/14/17 \$ 5,957.58

Represents May, 2017 claims

Void check numbers 6513, 6514, 6515 printer miss-feed

Public Safety:

Fire Chief payroll May 12, 26 2017	\$2,200.00
Employer expense match SS & Medicare	\$ 168.30
Quick books processing fee	\$ 3.50

A101 Revenue Receipts: posted on May Lake County Treas report.

Fund #7245

05/09/17 Receipt #A101-103490 Town Pump Charitable Foundation \$5,000.00

Check #2460 to purchase turnout gear

05/09/17 Receipt #A101-103491 Christopher S. Sullivan Check #2506 100.00

Donation Lots 3 & 4 Ferguson Heights S/D

Freightliner obligation to operating fund from DNRC revenue

Delivery transportation	1,850.00
License plate	20.00
AutoZone batteries, etc.	465.95
Polson Auto Parts	<u>46.86</u>
Total to date	2,382.81

ADD insurance May, 2017 358.00

2,740.81 Total to date 6/14/17

Trustee Clapp prepared Resolution Number 2017-04 to transfer \$98,553 from Fund #7244 Voted Levy to Fund #7246 Capital Reserve. Bonnie reported the transfer is necessary to comply with MCA, Section 7-6-4034 the cash reserve cannot exceed 1/3 of the budget appropriations for FY 2018. The current cash balance in Fund #7244 is \$115,526.35. Minimal projected budget expenditures for the new station were not expended during the FY 2017 budget. Trustee Wunderlich indicated the accounting transfer will appear in a 900 line item. Component parts of capital expenditures qualify for use of funds. **Trustee Wunderlich motion of approve Resolution Number 2017-04 to transfer \$98,553 from Fund #7244 Voted Levy to Fund #7246 Capital Reserve. Trustee Doty second. Motion passed unanimously by voice vote.**

CHIEF'S REPORT {17:23} - Chief Laisy reported May, 2017 Polson Rural responded to 15 incidents including a tree down on a propane tank with no leakage, secured area with power line down prior to arrival of Mission Valley Power crew, 2 mutual aid structure fires, 3 grass fires, 3 structure alarms, motor home fire, 1 vehicle accident collision of 2 vehicles, assisted with a gentleman down in a parking lot prior to arrival of ambulance, assisted with communication operations at the dam overlook when a person fell into the water and assisted with a watch on the river bank. The incident was turned over to search and rescue. Training included wildland urban interface, fire apparatus operations and water supply regarding wildland training, ICS training on large fuel spills and ICS urban interface management. EMR class is complete with practical testing

and the written test next week. Repaired major sewer break at Station Number 2. The sewer line miss aligned when the sidewalk settled. AAA Montana provided grant funding to Polson Rural and several other departments in the state. The grant for Polson Rural was \$1,000. Chair Nelson thanked Chief Laisy for the report.

CHIEF COTTLE {23:00} – Chair Nelson introduced Chief Cottle, Polson City Fire. Chief Cottle thanked Chair Nelson and Trustees for the opportunity to provide an update. Recently Polson Rural assisted with mutual aid on two city structure fires. The fires occurred within a twelve hour period when city fire was short staffed. Thank you for the assistance. The cooperative spirit of the departments is very much appreciated and look forward to the cooperative spirit in the future. The city is working on a project that could have some benefit to the rural department. Training in the area is difficult to accomplish without a facility. The goal is to construct an inexpensive facility and meet the needed requirements. The main requirements include hosting Fire Fighter I Academy and provide certification testing which will require specific requirements in the building. The project is seeking donations from the community to complete the building. However the building will be completed with other budget funds if necessary. The facility will be available later in July for all departments in the surrounding area. A reasonable, small fee will be assessed for maintenance to keep the facility fully functional. The training facility is located behind the soccer field in the southwest area of Polson. The facility is a two story building with movable interior walls to create different scenarios, including a chimney fire prop, and two different roof props for Fire Fighter I Academy. The facility is a hands on type facility. The area will also provide space for vehicle demolition and the state training trailers. Chief Laisy commented the availability of the FFI program locally will be an asset. Chair Nelson thanked Chief Cottle for the training facility update and offered Rural Fire response assistance as needed.

MEMBERSHIP REPORT {30:30} – Michael Hingiss, Membership President reported Big Arm hamburger feed will be held Saturday, June 17th at Station 2. The 4th of July Station 1 open house was postponed. The membership is planning a pancake breakfast in the fall. The membership donated 50 florescent traffic cones for department use. The membership would like to have some participation in the search for the new chief. The membership is not looking for a vote in the matter, although would like to have some input. On behalf of the membership, an invitation is extended to the board to attend training sessions as a mutual outreach to become familiar with the use and availability of the equipment. The training schedule is on the board in the meeting room. The Jaws of Life training is June 20th 7:00 p.m. Chair Nelson suggested Chief Laisy prepare for the excessive traffic during the Arbor Day celebration at the Lake County Fairgrounds. Commissioner Barron indicated it will be a major impact to the fire departments, city police and sheriff department. Chair Nelson requested Chief Cottle invite Chief Laisy to planning meetings regarding Arbor Day.

Old Business:

DISCUSS CONTINUED REPAIRS/STATUS OF UNIT #301 {35:41} – Chief Laisy reported Unit #301 is out of service. Paul would like board authorization to locate a replacement. Fire operations need to have good management to be safe and do a good job. In the rural district, it takes two or three to respond to incidents and do the job properly, and knowing what to do at the scene. There is a possibility of used vehicles and contact DNRC for surplus inventory. Stevensville fire department is leasing vehicles at a low cost. Chief Laisy would like to review the lease proposal and bring it back to the board or perhaps schedule an emergency meeting to make a decision. Chair Nelson and

Trustee Wunderlich plan to contact Pierce-Dodge for a used vehicle with a warranty. Trustee Wunderlich advised Chrysler has a program that donates vehicles.

UPDATE ON STATION TO THE SOUTH {38:35} – Chief Laisy reported the project is on hold. The board needs to make a decision on the land. A proposed offer by the Salish & Kootenai Tribes or a tentative acquisition parcel by Lake County. Water availability is a concern. Trustee Doty commented the tribal land lease could be an issue regarding issuing bonds for improvements to the station. Chief Laisy recognizes the issue. Currently the tribe has offered additional land to compensate for the unusable ditch area land, therefore the parcel would be approximately eight acres. The term of the lease could be adjusted to fit the needs of the district, a 25 or 50 year lease. The USDA Community Loan Program currently has loan funds available at 3.50% interest for up to 50 years with no penalty for early payment. Gary Teggegan representing the South Hills Home Owners Association with thirty homes in the area addressed the board in support of the station. The subdivision has two wells and two 20,000 tanks and a \$60,000 upgrade on a pumping system. The home owners support the location of the station and offered an invitation for the board to analyze the water supply. Also approximately ten years ago the tribe drilled a water well about one-quarter mile southeast of the corner. Chair Nelson thanked Mr. Teggegan for the support and information.

UPDATE ON PROGRESS WITH NEW TENDER (6X6 TANKER) {42:51} – Chief Laisy reported the project is on hold. The department needs a winch to remove the equipment not needed to upgrade the unit. Trustee Wunderlich contacted Draggin' Wagon to assist with removal of the equipment. Paul thanked Trustee Wunderlich for coordinating the project. Chief Laisy is preparing signs with the project information for public display.

REPORT FROM COMMITTEE SEARCH FOR NEW CHIEF {44:04} - Chair Nelson reported at the May meeting Chair Clapp appointed committee members Trustee Nelson, Trustee Wunderlich, Chief Laisy, Lake County Commissioner Bill Barron and Steve Stanley. The committee met when Chief Laisy was on vacation. The committee agreed the search for a chief will be outside of the department. The committee desires a chief with volunteer experience, professional fire fighting experience, knowledge of dollars and cents, ability to turn a wrench, and ability to discipline. The committee is actively pursuing applicants outside of the department to teach classes for certification. Chief Laisy has done a great job leading the department and moving the district forward following the city/rural split. Chief Laisy expressed a desire to resume retirement status. The district is seeking a professional chief to fill the position for five years or longer with a conservative salary. Ray Winn asked if the position will be advertised. Chair Nelson replied the committee has some ideas for a professional chief, qualifications, the interview process, and a public meeting/interview with the candidates. Commissioner Barron indicated the district does not have the same requirements as the county for advertising the position. The process can be approached in another direction. Mr. Winn commented the advertisement process can be facilitated with an internet advertisement, rather than purchasing newspaper advertisement. The process could provide a number of applicants. Trustee Wunderlich would like to interview more than one person for the position.

STATUS OF PAYMENT FROM TIRE FIRE {48:36} – Chief Laisy reported the outstanding payment due is \$4,700. State law indicates the payment is due to the district. The district has been paid \$12, 075 to date. Additional insurance payment coverage may be available. Chief Laisy presented the bill to the Tire Depot owners, although they thought the previous insurance payment

was in full. The insurance company paid for one-third of the cost and the remainder was paid by a personal loan. They plan to review their files, and contact Chief Laisy.

New Business:

APPOINT BUDGET COMMITTEE {50:04} – Chair Nelson appointed Martin Sago, Station No.2, Chief Laisy, Committee Chair Trustee Wunderlich, Trustee Doty, Bonnie Manicke - financial data, Steve Stanley will discuss National Fire Incident Reporting System (NFIRS), a response system with a GPS tracking option for fire departments. A fee will be assessed for the system. Bonnie reported the final budget for each fund is required to be remitted to the Lake County Clerk & Recorder no later than Friday, August 25, 2017. Additionally a public hearing notice is required.

DISCUSS POSSIBLE AGREEMENT BETWEEN POLSON RURAL FIRE AND POLSON AMBULANCE THAT POLSON RURAL WILL TOW

STUCK AMBULANCES OUT OF PROBLEM {51:41} – Chair Nelson commented the agreement was made during Chief Laisy's absence May 30th. The Polson Ambulance was not aware of the agreement. The agreement was sent to the dispatch center. Chair Nelson commented Polson Rural will not provide services for Polson Ambulance. Capt. Hoel reported the district will not provide tow services, period; that is not what was agreed upon. This came from the director of EMS- We went on a call, the gentleman broke his hip. The ambulance pulled into the driveway and could not back out of the driveway. Drew pulled up the winch on his personal truck and pulled the ambulance to dry asphalt. It was stated to the ambulance service if help was needed in our district we can come out and get you pulled out. The firefighters have been on accident scenes and waited hours for a tow. The patient was in the ambulance with pain. It is just a service that we offer. The issue had nothing to do with district apparatus. It was a private apparatus, private vehicles as service to the community. It got blown out of proportion. Chair Nelson read the communication sent to the dispatch center. *"Apparently Polson Rural Fire has an agreement with Polson Ambulance. If the ambulance ever gets stuck to request Polson Rural Fire to come pull them out. They have winches on their vehicle. Please do so even if it is out of their jurisdiction"*. Steve Stanley, 911 Director reviewed the communication/agreement and said it is not going to happen through dispatch. Drew indicated the ambulance service has a couple of our personal phone numbers. It will be personal, the district will not get any credit for it. It will be strictly personal, period. Trustee Wunderlich's conversation with Michael Hingiss, 911 employee indicated dispatch calls a tow truck. An incident in Hot Springs had no service, therefore emergency 911 was contacted. Michael does not want an agreement with Polson Rural Fire Department.

DISCUSS DEPARTMENT ENGINES BEING REMOVED FROM STATIONS FOR

NON FIRE DEPARTMENT FUNCTIONS {I.E. PRIVATE PARTIES} – {55:04} – Chair Nelson reported two weeks ago put in an awkward position. Two rural fire trucks were at the United Methodist Church parking lot for a private party. He was unaware of the party and the fire trucks in the church parking lot. The birthday party was for a disabled child who loves fire trucks. A funeral was scheduled at the church. The minister investigated the situation and requested the trucks moved. Rural taxpayers attending the funeral felt it was brazen for the department to park the trucks in a private parking lot. As a rural fire board trustee, Fred apologized. Although he does not want it to happen again. In the future, if there is a similar situation the activity needs to be posted on Facebook and an email notice sent to the rural fire board prior to the event. He commends the volunteers for providing the activity. Capt. Hoel suggested the information transmitted to the board

through the chief, therefore not to supersede the chief's authority. Chair Nelson has no preference who transmits the information, the membership or chief. With the board's approval, Chief Laisy plans to send an apology from the Polson Rural Fire District to the United Methodist Church minister and others offended.

REQUEST FROM MEMBERSHIP TO HAVE 2 MEMBERS PLACED ON COMMITTEE TO PUT TOGETHER SEARCH FOR NEW CHIEF {57:52} – Discussed in membership report.

Public Input on Non Agenda Items: {58:09} – Shondra Thorsted questioned if an application for the fire chief position is submitted by a volunteer in the department will the application be considered? Chair Nelson replied the applicant must have the required qualifications. Chief Laisy clarified Unit #301 is the former sheriff department vehicle donated to the district by Lake County. Volunteers requested Unit #301 donated for training purposes. Chief Laisy will review the request. Commissioner Barron commented the county vehicles are offered at an auction with a minimum bid. In some cases, a vehicle sold for more than the minimum bid. Chief Laisy indicated the district may have other excess property for an auction.

Adjourn: {01:00} – Trustee Clapp motion to adjourn. Trustee Doty second. Motion carried unanimously by voice vote.

ADJOURN: To executive session 8:05 p.m.

Executive Session:

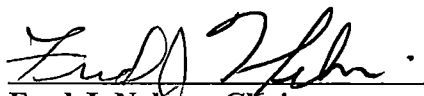
Personnel matters

RECONVENE: 8:39 p.m.

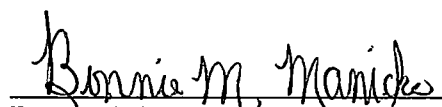
Adjourn: Trustee Clapp motion to adjourn. Trustee Wunderlich second. Motion carried unanimously by voice vote.

ADJOURN: 8:40 p.m.

Next regular scheduled meeting July 12, 2017, 6:00 p.m. at Fairgrounds Station No. 1. Note time change.


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

556583

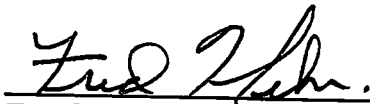
Resolution #2017-04 Polson Rural Fire District

A RESOLUTION TO TRANSFER FUNDS FROM ACCOUNT #7244 TO ACCOUNT #7246.

WHEREAS, the Polson Rural Fire District adopted a 2016-17 budget on Thursday, September 8, 2016 by Resolution 2016-1. In conformity with that budget, it is necessary to transfer \$98,553.00 from account #7244 (the Voted Levy Fund) to account #7246 (the Capital Reserve Fund).

NOW THEREFORE BE IT RESOLVED by the Polson Rural Fire Board;
1) that the sum of \$98,553.00 be transferred from account #7244 to account #7246.

Passed and approved on this 14th day of June, 2017.



Fred Nelson, Polson Rural Fire Board, Chair



Dick Wunderlich, Polson Rural Fire Board, Secy/Treas

Polson Rural Fire District Trustees Monthly Meeting
Wednesday, June 14, 2017 7:00 P.M. Fairgrounds Station #1
25B Regatta Rd, Polson, MT 59860
406.883.4244

Trustee Meeting Includes:

Elect Officers for Board term 6/17 – 6/18
Review Minutes – May 10, 2017
Communications
Review & Approve Claims
Treasurer's Report
Chief's Report
Report from Membership

Old Business Including:

Discuss continued repairs/status of 301 – latest repair \$800+ (pending – not done)
Update on station to the south
Update on progress with new tender
Report from committee to put together search for new chief
Status of payment from tire fire

New Business Including:

Appoint budget committee.
Discuss possible agreement between Polson Rural Fire and Polson Ambulance that
Polson Rural will tow stuck ambulances out of problem.
Discuss Dept Engines being removed from stations for non fire dept. functions (I.E.
private parties).
Request from Membership to have 2 members placed on committee to put together
search for new chief.

Executive Session:

Personnel matters

Public Input on Non Agenda Items:

Adjourn:

**All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions. Any member of the public wishing to submit items for Board review/consideration needs to submit them to the Board Clerk at least ten (10) days in advance of the meeting.

May, 2017 claims Approved 6/14/17

Num	Description	Memo	Category	Amount
6509	AutoZone	Cust ID#253315 Inv#3429775509;3429783124	211 Vehicle Repair & Maint Supplies	-24.49
6510	Capital Communications	Inv#40368 shipping&handling portable radio repair	206 Radios & Pagers, Repair	-20.00
6511	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-64.78
6512	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpoutmAY, 2017	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6513	Void Check Printer Miss-feed			0
6514	Void Check Printer Miss-feed			0
6515	Void Check Printer Miss-feed			0
6516	S First Bank Card	Amazon rental late fee SOM 406 449 3468	332 Training 508 Background Checks (New Firefighters)	-19.96 -14.50
6517	Jette Services	May, 2017 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6518	S Mission Valley Power	Location #2806820000 Location #2876820001;2876820002 {2-security lights} Location #2400744000	302 Electricity - Big Arm Station 302 Electricity - Big Arm Station 315 Electricity - Fairgrounds Station	-78.70 -25.62 -298.40
6519	S Montana Ace Polson	Inv117060877 SCBA batteries Inv#117057946 broom	205 SCBA Equipment & Supplies 320 Repairs & Maint. Fairgrounds Station	-35.98 -19.99
6520	PayneWest	Inv#133150Acct#LAKECOU-03add2009Freightliner6x6	501 Insurance commercial pkg-prop,trucks	-358.00
6521	S Polson Auto Parts, Inc.	Inv#431428 26 piece screw driver set Stn#1 Inv#432228 Unit 301 Inv#432860	211 Vehicle Repair & Maint Supplies 211 Vehicle Repair & Maint Supplies 211 Vehicle Repair & Maint Supplies	-19.99 -3.69 -0.23
6522	Republic Services	Acct #3-0889-0014329 Inv #0889-0014329	319 Disposal Service - Fairgrounds Stn.	-58.09
6523	Unifire	Acct#005469 Inv#9063837 2-ESS Strike Team Google	204 Turnouts Structure & Wildland	-68.00
6524	UPS Store	May, 2017 Inv#11589 shipping	206 Radios & Pagers, Repair	-24.01
6525	Valley Business System	Inv#136327 1-HP131A black tonerChg 5/16/17	220 Office Supplies	-95.00
6526	Wal Mart Polson	Acct #6032 2020 1008 9218 Inv#5383 Bathroom supplies	320 Repairs & Maint. Fairgrounds Station	-40.38
6527	S WEX Bank	Truck #314 Truck #301 Truck #318 Truck #326 Truck #324 Truck #300 Truck #316 Truck #333 Truck #308 Truck #313	210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil 210 Gas, Diesel,Oil	-19.72 -161.54 -27.85 -58.98 -42.50 -154.87 -21.77 -69.96 -31.26 -59.67
6528	R Jack And Jane E Clapp	LeaseAgreementHouseFireEquip 7/01/2016 to 6/30/2017Unit333&337	503 Lease Agreement Irvine Flats Station	-3500.00
6529	S Complete Wireless Tech	Inv#91577 Min V Ser#136WKR346 RPR&ALIGN Inv#91577 Min V Ser#136WHQ3726 power reg, chg, align Inv#91577 Min V Ser#136WKC2710 power reg,align flat rate Inv#91577 Min V Ser#136WHQ3715 speaker align flat rate Inv#91577 Min V shipping	206 Radios & Pagers, Repair 206 Radios & Pagers, Repair 206 Radios & Pagers, Repair 206 Radios & Pagers, Repair 206 Radios & Pagers, Repair	-75.00 -75.00 -75.00 -75.00 -14.65
6530	S Davis & Brown CPAs PC	Inv#796 5/10/17RunPyrl w/rpts toLakeCo&Bonniei Inv#796 5/23/17RunPyrl w/rpts toLakeCo&Bonniei Inv#796 5/30/17 CalFedElectPyrlTax&Pymt Email toLakeCo	345 Payroll Accounting Fire Chief Salary 345 Payroll Accounting Fire Chief Salary 345 Payroll Accounting Fire Chief Salary	-14.50 -19.33 -4.83
			Total Claims	5957.58

May, 2017 payroll – Lake County accounting report

	Category	Amount
Public Safety Fire Chief Payroll		
Fire chief payroll May 12 & 26, 2017	112 Salary	1775.70
Employee fed tax withholding, soc sec, medicare	112 IRS	342.30
Employee state tax withholding	112 State tax	82.00
Sub-total gross payroll		2200.00
Employer expense match SS & Medicare	140 IRS empl	168.30
' Quick Books processing fee	300 fee	3.50
Total Payroll		2371.80